



ecology and environment, inc.

International Specialists in the Environment

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March 26, 1998

Mr. Steve Nathan (SM-5J)
ARCS 5 Project Officer
U.S. Environmental Protection Agency
Contracts Management Section
77 West Jackson Blvd.
Chicago, Illinois 60604

Re. Work Assignment Completion Report for Sauget Area 1 & 2 Technical Assistance, WA No. 47-5N60.

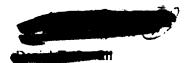
Dear Mr. Nathan:

As instructed by WA No. 47-5N60, Revision No. 5 dated March 10, 1998 for the Sauget Area 1 & 2 Technical Assistance work assignment, E & E has prepared the attached Work Assignment Completion Report (WACR). As specified by the subject revision, all file information for this assignment was submitted to the EPA Records Center.

Should you have any questions concerning this submittal, please do not hesitate to contact me.

Sincerely,

ECOLOGY AND ENVIRONMENT. INC.



ARCS Program Manager

Attachment

cc: P. Hendrixson, EPA CO L. Evison, EPA WAM C. Carlson, E & E PM

EPA WORK ASSIGNMENT COMPLETION REPORT (WACR)					
Contract Number: 68-W8-0086	Work Assignment Number: 47-5N60	EPA Region: 5			
Contractor/Subcontractor(s):	Site Manager (and Phone Number)				
Ecology and Environment, Inc.	RPM (and Phone Number): Leah Evison - (312) 886-4696				
	Site Name and Location: Sauget Area 1 & 2 Sites, St. Clair Co., Illine	ois			

Briefly Describe Scope of Work: (Additional pages may be attached if necessary)

Conduct technical assistance tasks for the Sauget Area 1 & 2 Sites, including: preparation of planning documents including a work plan and a subsequent work plan revision, reviewing state and federal file information for pertinent technical data and PRP related information, conducting a property ownership search at the county assessor's office, compiling property ownership maps and tables, compiling all technical data into summary table format and presenting the data in tables and figures, compiling all PRP related information into a database and organizing PRP-related files, preparing a memorandum on data gaps for the Sauget Area sites, and researching and documenting historical property ownership information for Site N within the Sauget Area 1 Sites.

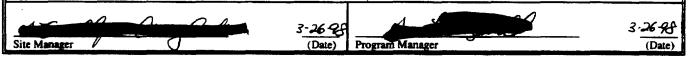
Describe Contractor's Performance: (Additional pages may be attached if necessary)

In order to complete the work assignment tasks, E & E's initial task was to review more that 100,000 paper copies of file information plus approximately 75,000 pages of file information on microfiche. From this information, E & E copied and retained more than 10,000 paper copies and 700 microfiche (approximately 35,000 pages of information) for inclusion in the project files. E & E condensed this information and compiled data for greater than 1,000 environmental samples collected over the past 20 years. In addition, this file information was condensed and provided in a PRP database for the project. These tasks were monumental and required technical commitment and focus from E & E's project team to accomplish the project goals. E & E's project team demonstrated a high level of responsiveness, technical competence, and superior commitment to the project. E & E was proactive in recommending reporting options and suggestions for project deliverables during the course of work activities for the project. E & E demonstrated effective use of resources during the duration of the project and maintained costs to a minimum, wherever possible. Overall, E & E's project personnel have provided excellent support to EPA in the completion of this project and in meeting the goals and objectives of the work assignment.

Phase I Award Fee	Phase II Award Fee
Available: <u>\$5,342</u>	Available: \$5,342
Paid: \$0.00	Recommended: 90%
	(0-100%)

State Specific Reasons for Recommendation for Phase II Award: (Additional pages may be attached if necessary)

E & E's strong performance has supported EPA in meeting project goals and objectives. E & E consistently demonstrated a high level of responsiveness, flexibility, and technical competence on this assignment, and put forth considerable expert technical effort to provide excellent quality work products relating primarily to the summary tables/maps and PRP database deliverables. E & E consistently worked to minimize costs and meet EPA schedules required to achieve the project objectives.



EPA WORK ASSIGNMENT COMPLETION REPORT (WACR) PART II: PROJECT SCHEDULE AND COST INFORMATION WORKSHEET							
Contract Number: 68-W8-0086			Work A	ssignment Numb	er: 47-5N60	EPA	Region: 5
Key WA Activities		Planned Costs			Completion Dates		
Description	Date	LOE Hours	LOE Dollars	Subcontractor Dollars	Total Dollars	Planned	Actual
Initial Work Assignment	07/16/97	100	\$10,000	0	\$10,000	11/97	
Rev. No. 1—Scope of Work Revision #1	07/25/97	100	\$10,000	0	\$20,000	02/98	
Rev. No. 2-Work Plan Approval	08/22/97	1,861	\$146,921	0	\$166,921	02/98	
Rev. No. 3—Work Plan Revision No. 1 Approval	01/30/98	310	\$27.097	0	\$194.018	02/98	
Rev. No. 4—Increase LOE EL	02/24/98	150	0	0	\$194,018	03/98	
Rev. No. 5-Work Assignment Close-out Notification	03/10/98	0	0	0	\$194,018	04/98	03/98
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TOTAL PLANNED COST		2,521	\$194,018	0	\$194,018		
TOTAL ACTUAL COST*	Marketon	2,513.5	\$189,005	0	\$189.005		
VARIANCE		7.5	\$5,013	o	\$5,013		

^{*} The actual cost listed represents LOE and costs incurred through March 21, 1998. The cost does not include estimated remaining Phase I and Phase II award fees or supplemental costs for indirect rate adjustments.

Contract Number: 68-W8-0086	Work Assignment N	Number: 47-5N6O EPA Region: 5		
Performance Criteria	Rating	Supporting Comments		
Project Planning Organizing (e.g., work plan development, data review) Scheduling Budgeting	5 3 2	Project planning documents, including a work plan/budget estimate an work plan revision were all thorough and submitted in a timely manner		
 Effectiveness of analyses Meet plan goals Support COE, state, enforcement Adhere to regulations and procedures Approach creativity/ingenuity Expert testimony 		E & E was quite effective in the analysis of file information and data. The project files were filled with thousands of pages of data which was unusable and numerous samples were reported in separate formats with different sample designations. All this related to extended effort deciphering sample data which otherwise should not have been needed effective analysis of the file and excellent project organization allower for the project goals to be met. E & E was innovative in researching aerial photo sources, and providing property ownership information or photos to EPA rather than on maps. This created a much more effective deliverable.		
Budget (hours and cost) maintenance Priority/schedule adjustments Cost minimization	5 4 3 2 1	Budget and schedule control were well maintained, given the complexity and extreme magnitude of the project. Cost-saving measures, such as sending out lengthy documents for copying, were implemented where possible. Lower P-grade personnel were extensive used in lengthy tasks such as data entry and graphics in order to best maintain budget control.		
Reporting Timeliness of deliverables Clarity Thoroughness	5 4 3 2 1	Deliverables were submitted in timeframes which were acceptable to the WAM, throughout the project. Deliverables were complete, thorough, and written in a self-explanatory manner. Draft deliverables submitted required little or no changes in order to finalize the documents and/or deliverable. Deliverables were above average in quality and technically sound which will assist EPA greatly in additional phases of work relate to the Sauget sites.		
Resource Utilization Staffing Subcontracting Equipment, travel, etc.	X5 3 1	The necessary resources were committed throughout the project to achieve schedules and objectives. Technical specialists or just addition staff were assigned to various project tasks in order to meet deliverable schedules. A total of 22 different technical staff members were used to efficiently complete the project tasks.		
 Responsiveness Mobilization Day-to-day Special situations (e.g., adverse/dangerous conditions) 	X 5 4 3 2 1	E & E's effort throughout the course of this project was excellent. The Site Manager and project team were extremely responsive to the project and demonstrated competence in completing the difficult project tasks. Effort was always expended to exceed agency expectations, for example: the final work plan was submitted to EPA the same day comments were received. In addition, E & E submitted more than twice the number of project deliverable copies specified in the Scope of World based upon the WAM's request. These deliverable efforts used considerable time and effort which were not anticipated in budgeting of scheduling.		

⁵⁾ Outstanding 4) Exceeded Expectations 3) Satisfactory 2) Marginal 1) Unsatisfactory